

# **MTW Questions and Answers on Form HUD-50058 MTW**

**January 2012**

This question and answer document provides responses to questions posed to HUD from MTW housing agencies regarding the Form HUD-50058 MTW between February 2011 and January 2012. The main issues addressed are: FSS Edit Checks, Conversion, 50058 Lifecycle, 2c=Y, Overlapping, Voucher Issuance Edit Checks and Additional Questions.

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## **FSS Edit Checks**

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1. When will MTW require an FSS Enrollment before it accepts an FSS Progress report?
  - HUD is working on this issue. Due to the lack of development funding, this function will not be implemented until development funding is available.
  - The new rules will require an enrollment report to be accepted by the system before it will update a progress and/or exit report.
  - Until the new rules are implemented, agencies should report enrollments before submitting any progress and/or exit reports.
    - HUD is preparing a script to carry forward the values for action types 8 and 13. Once the script is successfully run in PICTEST, this script will be run in PIC Production on monthly basis until April 2012, at which point it shall run as a nightly batch job.
  - After the new rules are implemented, HUD may require agencies to resubmit missing enrollment records because that is the only report type that reports the Initial Start and End Dates.
2. Would failure to report an FSS Enrollment record prevent the FSS family from being counted in the FSS program?
  - Currently, the FSS family will be counted in the FSS program if an FSS Enrollment or Progress Addendum exists in the Current database.
  - An FSS family might not be counted in MTW because:
    - The last reported HUD-50058 MTW reexamination did not also include the FSS Addendum detail.
    - Of the current reporting problems of using Action 8 – FSS Addendum Only
    - IMS will run batch jobs monthly to restore overwritten data by type of action 8 & 13. In the April 2012 release, the batch job will be implemented as daily batch job.
3. Do agencies need to hold the HUD-50058 MTW until the family starts in the self-sufficiency program but wait to do the addendum only?
  - Regardless of the FSS Addendum type being reported, the MTW agency should hold the HUD-50058 MTW reexamination until the FSS addendum can be

completed if the effective date of the FSS addendum reported in 23c is expected to be the same as the reexamination's effective date reported in 2b.

- *NOTE: Notice PIH-2010-25* requires:
  - MTW agencies are required to submit HUD-50058 MTW data no later than 60 days from the effective date of any action recorded on line 2b;
  - All FSS report types are to be submitted within 60 days of the effective date of the FSS addendum reported in 23c; and
  - If the FSS report is submitted as part of an annual or interim reexamination, the effective date in line 2b of the HUD-50058 MTW must be the same as the effective date in 23c.
  - HUD recommends MTW agencies include the FSS Addendum detail as part of the family's reexamination record rather than reporting the FSS Addendum detail on a separate Action 8 – FSS Addendum Only until the reporting problems can be fixed.
  - HUD is requesting MTW agencies to not submit MTW 50058 data with future effective dates because this is creating reporting problems.
- 4. What happens to the escrow in the PH account when a family moves from FSS PH to FSS Section 8 within the same PHA?
  - The PH escrow would be retained by the PH program and a new HCV/FSS account would be established with HCV FSS escrow funds.
  - If the family successfully completes its FSS contract the family would be given funds from both accounts. If the contract is not completed and the escrow in both accounts is forfeited. The PH FSS escrow will go back to the PH program and the HCV FSS will go to the HCV program.
  - PHAs do have the option to transfer the escrow to the other program.
- 5. What happens if a family moves to another agency and continues participation in FSS?
  - The agency whose Annual Contributions Contract (ACC) funds the assisted tenancy of the family will maintain the escrow whether or not the family is enrolled in that PHA's FSS program.
  - If a family is absorbed into the HCV program of the receiving PHA, the escrow funds would be transferred to that agency.
  - If a family moves under a portability billing arrangement the escrow funds would not be transferred to the new agency and the initial PHA would have to fund and maintain the escrow account.
- 6. What happens to the escrow if a family is not continuing in the FSS program when a family moves from FSS PH to FSS Section 8 within the same PHA?
  - If the family does not continue in the FSS program, the escrow funds would be forfeited and would be returned to the program that funded the escrow.
- 7. What happens if a family moves to another agency without continued participation in FSS?
  - If the family does not continue in the FSS program, the escrow funds would be forfeited and would be returned to the program that funded the escrow.

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## Conversion

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### Converting from Form HUD-50058 to the HUD-50058 MTW

#### 1. Initial Conversion of a Large Percentage of the PHA's Tenants – Conversion Process

- HUD has recently issued new [Guidance for MTW Agencies Transitioning from the Form HUD-50058 to the Form HUD-50058 MTW](#).
- Agencies should contact the MTW Office if they would like to convert residents from the HUD-50058 module to the HUD-50058 MTW module.
- All records to be transferred from the HUD-50058 module to the HUD-50058 MTW module will be transferred by PIH.
  - Under the previous process, an End of Participation (EOP) would be submitted for each resident and a New Admission (NA) would be initiated in the Form HUD-50058 MTW. In an effort to streamline and minimize errors, PIH will now handle all the record transfers from the Form HUD-50058 to the Form HUD-50058 MTW.

#### Effective Dates

- PIH will discontinue the process of creating an End of Participation of these records in the Form HUD-50058 and creating a New Admission in the Form HUD-50058 MTW.
- Under the new process, PIH will transfer the current and the historical records from the HUD-50058 module to the HUD-50058 MTW module.

#### Baselining for Public Housing

- In Public Housing, baseline records should be the effective date the tenant moved into that particular unit.

#### Baselining for HCV

- In HCV, the baseline record would be the date the resident came into the program. With a port-in a new admission should be created. If this does not work, a 4 should be used this should create the correct date of admission.

#### 2. After Initial Conversion

- In this scenario HUD is converting some remaining families from the Form HUD-50058 module to the HUD-50058 MTW module.
- Agencies should reference the new [Guidance for MTW Agencies Transitioning from the Form HUD-50058 to the Form HUD-50058 MTW](#) and contact the MTW Office if they would like to convert additional residents to the MTW module.
- The baseline is the date of new admission and the last effective date is the same as what's on the Form HUD-50058.

### 3. Tracking FUP Vouchers

- Special Program Code FUPF and FUPY must be properly reported on Lines 2n and/or 2p on every HUD-50058 MTW for the family because the system does not retain or carry this information forward.
- Agencies should resubmit the Form HUD-50058 MTW data if Special Program Codes are missing.

### 3. Changing Programs Within the Same MTW PHA

- When a family moves from Public Housing to Section 8 what action is taken when a family exits one program and enters another?
- There is no overlapping within the same PHA. Therefore, the agency must enter a 6-EOP and then a 1-New Admission.

### 4. Changing Programs Between PHA1 to PHA2

- When families move from PHA1 to PHA2, the action should be an EOP and New Admission, except in the following cases where portability overlapping occurs:

Old Program Type	New Program Type	New Action type to create Overlapping	Old Action Type to end Overlapping
Public Housing (P)	Public Housing (P)	New Admission (1)	End of Participation (6)
Public Housing (P)	Certificate (CE)	New Admission (1)	End of Participation (6)
Public Housing (P)	Mod Rehab (MR)	New Admission (1)	End of Participation (6)
Public Housing (P)	Project-based Voucher VO(PBV)	New Admission (1)	End of Participation (6)
Public Housing (P)	Tenant based Voucher VO(TBV)	New Admission (1)	End of Participation (6)
Public Housing (P)	Homeownersh ip Voucher VO(HV)	New Admission (1)	End of Participation (6)

Old Program Type	New Program Type	New Action type to create Overlapping	Old Action Type to end Overlapping
Tenant based T(TBV)	Public Housing (P)	New Admission (1)	End of Participation (6)
Tenant based T(TBV)	Certificate (CE)	New Admission (1)	End of Participation (6)
Tenant based T(TBV)	Mod Rehab (MR)	New Admission (1)	End of Participation (6)
Tenant based T(TBV)	Project-based VO(PBV)	New Admission (1)	End of Participation (6)
Tenant based T(TBV)	Tenant based VO(TBV)	Portability Move-in (4)	Portability Move-out (5)
Tenant based T(TBV)	Homeownersh ip VO(HV)	Portability Move-in (4)	Portability Move-out (5)

Old Program Type	New Program Type	New Action type to create Overlapping	Old Action Type to end Overlapping
Homeowners hip VO H(HV)	Public Housing (P)	New Admission (1)	End of Participation (6)
Homeowners hip VO H(HV)	Certificate (CE)	New Admission (1)	End of Participation (6)
Homeowners hip VO H(HV)	Mod Rehab (MR)	New Admission (1)	End of Participation (6)
Homeowners hip VO H(HV)	Project-based Voucher VO(PBV)	New Admission (1)	End of Participation (6)
Homeowners hip VO H(HV)	Tenant based Voucher VO(TBV)	Portability Move in (4)	Portability Move out (5)
Homeowners hip VO H(HV)	Homeowners hip Voucher VO(HV)	Portability Move in (4)	Portability Move out (5)

Old Program Type	New Program Type	New Action type to create Overlapping	Old Action Type to end Overlapping
Project based PR(PBV)	Public Housing (P)	New Admission (1)	End of Participation (6)
Project based PR(PBV)	Certificate (CE)	New Admission (1)	End of Participation (6)
Project based PR(PBV)	Mod Rehab (MR)	New Admission (1)	End of Participation (6)
Project based PR(PBV)	Project-based VO (PBV)	New Admission (1)	End of Participation (6)
Project based PR(PBV)	Tenant based VO (TBV)	New Admission (1)	End of Participation (6)
Project based PR(PBV)	Homeowners hip VO (HV)	New Admission (1)	End of Participation (6)

#### 5. HUD-50058 MTW to HUD-50058

- This scenario will happen at the end of the demonstration. The MTW PIC working group will begin working with REAC to create a plan to enable MTW agencies to transition back to the HUD 50058 at the end of the demonstration

#### 6. MTW and Non-MTW Residents in Same Agency

- Is there a scenario where non MTW and MTW residents are in the same agency?
- Yes, in this case the agency will use both the HUD-50058 MTW and the HUD-50058.

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### 50058 Lifecycle and Type of Action General Edit Checks

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#### 1. What about if a non-MTW becomes an MTW within the same PHA?

- Agencies should contact the MTW Office if they would like to convert residents from the HUD-50058 module to the HUD-50058 MTW module.

- All records to be transferred from the HUD-50058 module to the HUD-50058 MTW module will be transferred by PIH as seen in the [Guidance for MTW Agencies Transitioning from the Form HUD-50058 to the Form HUD-50058 MTW](#).
2. The PHA does future certifications at 120 days. Do PHAs have to hold these?
    - Yes, PHAs should hold any record that has an effective date that is future from the current date because these records are causing reporting problems in the system.
    - In a future release, the system will reject any record reporting a future effective date from the current date.
  3. What about old submissions?
    - The system does and will continue to accept records with effective dates older than 60 days.
    - In a future release, agencies will receive a warning message when the effective date is older than 60 days from the submission date.
  4. Some agencies are having trouble matching reports, they do not get fatal errors but their submission does not make it into HUD-50058 MTW.
    - Agencies must set a date range from past to effective to see what has been reported in. The problem is with ad hoc report. If tenant has an 8 or 13 action, it will not reflect on the ad Hoc report.
    - HUD is looking into this error report issue.
  5. Currently, agencies should not use action types 8 or 13 because the system is not properly retaining data. Agencies should report the FSS addendum and/or HQS Inspection detail as part of a full certification until problem is corrected.

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### 2c = Y

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1. In reference to corrections for move-ins. Should the PHA mark 2c=y with the same effective date? What about historical and port-ins?
  - Yes, in order to change the current MTW 50058, PHAs must mark 2c=Y with the same effective date of the current MTW 50058 in PIC.
  - PHAs can not change historical MTW 50058 data by using 2c=Y unless the PHA voids back the current 50058.
2. Can the tenant ID only be changed with a 2 or 3 and does PIC allow a correction or should the PHA do a void for other actions?
  - MTW currently does not have tenant ID management function.
  - In order to change tenant ID for the head of households, PHA needs to void incorrect 50058 and re-submits them.
  - If the PHA is using the same effective date the PHA must use 2c=y.
  - For Port-Ins in HCV, if there is a move with 1, 4, or 14 the PHA must do a void and create a new admission.

3. If you need to change Head of Household SSN because its invalid, can you change it in the tenant ID module to the correct one and will it fix the problem retroactively?
  - Tenant ID functionality does not currently work in MTW.
4. Can you void a new admission in the HUD-50058 MTW?
  - New Admission records can be voided in the HUD-50058 MTW.
5. If a household member is incorrect then can you change that with a correction?
  - Because tenant ID functionality does not currently work in MTW, household member identities can be corrected on a subsequent form that is also identified as a correction.
  - A head of household SSN can be corrected by either voiding the previous submissions and resubmitting the 50058 history with the correct SSN or using 3w to replace the incorrect SSN with the correct SSN.

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### **Overlapping**

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1. Could the PHA lose the tenant if the wrong SSN# is used?
  - Yes, an agency can lose a tenant to another agency if the first agency uses an incorrect SSN.
2. Can the tenant ID manager change SSN# or IDs?
  - The tenant ID manager does not work with the MTW module. If the wrong ID was used the PHA must void and start over. This will be corrected in a future release.
3. Can the PHA submit new information in the MTW module?
  - This question is not clear. HUD would like more information about the question.
4. Can PHAs use line 3w to change the head of household?
  - If the intent is to change the head of household, then PHAs should use field 3w. But if the intent is to correct the head of household SSN, then HUD recommends that agencies void and resubmit the tenant as new admission.
6. The Overlapping dates report tells you which you will gain and you will lose.

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### **Voucher Issuance Edit Checks**

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1. The PHA is getting an error because in the excel spreadsheet the text is formatted as “general” instead of as “text.” Can this be fixed?
  - HUD is working to fix this issue.
2. The PHA is having a problem with 21r. They are getting an error message.

- HUD will attempt to fix this problem but would like to know what the error message says so the best solution can be provided.
  - Then HUD can look back at the macros and try to provide a fix in future releases.
3. There seems to be a problem with the xml uploading and formatting. Also there seems to be spaces between the data on the unit ID Column.
    - HUD would like some additional information about the problem so a solution can be provided. If the macro spreadsheet is causing the problem HUD can provide an xml file in the future. The XML upload for HUD-50058 is currently not working but it will be fixed in the April 2012 release. The MTW upload does not have the XML option.
  4. Can we change the ticket numbers generated for upload files. In the MTW module they are generated in reverse.
    - The ticket numbers are generated randomly by using a standard algorithm at PIH-IT.
    - This can not be changed at this time.
  5. The error report does not say who the error was generated for. Sometimes it does not have any indication of who it belongs to. Can this be fixed?
    - One PHA found that Column 1, Row 99 can cause an error caused by two members of the same household having the same SSN#.
    - HUD can provide the head of household's last name and middle initial to help identify the problem.
    - We will address the issue in the future release and provide a user-friendly error message for the different scenarios causing this kind of error to be shown on the error report..
  6. In the ad-hoc report the census track is not a downloadable field. Can this be fixed?
    - In the future, PIC will add the census tracts information into the MTW Ad Hoc report including the following: Longitude, Latitude, FIPS County Code, and Census Tract Code.

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### Additional Questions and Comments

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1. **Cynthia Bates, Project Specialist, Tracker Systems. Inc., (508) 485-4160, cynthia@trackersys.com:** It does not appear to be an item on your agenda for the conference call, but we need clarification on reporting for special purpose vouchers on the MTW 58. There is no field 2n in the MTW 50058 file submission specification, so the traditional special program codes of FUP, MS1, PBV, etc. cannot be transmitted to MTW PIC in the file submission process. However, HUD MTW documentation requires PHAs who are administering these programs under their MTW funding to populate field 2n or 2p on the MTW 50058 family report and report this to MTW PIC. Since this is not functional, we need to determine if in fact all special purpose vouchers must continue to be reported on the standard 50058.



- 2n and 2p can be used to submit the special program types in MTW. The IMS/PIC system accepts these and there are over 15,000 special program types submitted to the system.
- 2q through 2u accept the tenant protection and enhanced vouchers.

2. **Jill Jacobs | Programmer, Public Housing, Yardi Systems Inc., jill.jacobs@yardi.com, (800) 866-1124 x1196:** The provided MTW form has an expiration date of 01/31/2007. Will a current (even if unchanged) form be provided?
  - Form has been updated on the website.

The MTW form was based on an older 50058 form. Fields 2e, 2f and 2g have been dropped from the standard 50058 but are now required submission for the MTW 50058.

- HUD is trying to revise the MTW 50058 to closely reflect the Standard 50058. If there are areas with differences, HUD will provide a justification for any places that it is not.
- HUD is planning on making changes to the form to drop 2e, 2f, and 2g.

2e, Date Correction Transmitted. This field cannot be populated until the file is created, and even then it may not be the actual transmission date. Should it be populated with "today" when a file is created?

- This field is being dropped on the Standard 50058 and so HUD is dropping this on the MTW 50058.

Should we continue to summarize income by type per member now that additional income fields are captured? i.e. A member is reporting 2 separate wage incomes we currently report one Wage for Income Code and a total from both sources for 19d.

- The MTW 58 is designed the same way as the Standard 58, PIC sums income by income code by each member. PHAs should continue to summarize income by type per member.

Field 19c translates to field 7c on the standard 50058. 7c is not transmitted per the standard TRG so there is no set field length. 19c is limited to 30 characters, but this must accommodate the calculation for each and all incomes per family member. Do we submit as much as possible for each income (divvy up the 30 characters as truncating might drop the calculation for other reported income items)? How do we handle multiple incomes per type? This is also related to #2 above as MTW is requesting transmission of fields not transmitted for the standard 50058.

- 7c is not captured in MTW 58 and HUD is not planning on capturing that calculation.
- 19c will not be captured and will be dropped reflecting a similarity with the Standard 58.

Now that Asset income is reported on a single line per family member how are multiple assets per family member to be handled?

- This information should be captured the same way as the Standard 58.

3. **Marsha Yates, PHM, Yates Consulting Services, LLC, Cell # 618-534-2082, myates4747@aol.com:** Those agencies that submit in the future probably do not realize that they are causing themselves a lot of errors. The number one error is probably "There exists a record with a later effective date." When they submit in the future, and someone comes back with an interim, and the must date it currently, and it will not be accepted!
  - In a future release PIC will not accept reports with future effective dates. At this point PHAs can submit future effective dates but as previously mentioned HUD strongly recommends PHAs do not submit future effective dates.
4. **Cheryl Butler, Louisville Metro Housing Authority, (502) 569-3463, Butler@LMHA1.org:** Will HUD provide a report to the losing PHA, a list of residents for which have been automatically EOP'd, and the gaining PHA info?
  - This is in the overlapping report tab 3.
5. **Paul Maltby, Emphasys Software, Phone: 800/250-6227, pmaltby@emphasys-software.com:** Questions about the time line of PIC changes. In the spreadsheet, it states the following:
  - a) Reporting on Local, Non-Traditional Families Served - Anticipated Implementation April 2012.
  - b) Requirement Definition Document - Anticipated Implementation April 2011.
  - c) The majority of the other documents that you sent out like the TRG and the CSV format have a September 2011 date on them.
  - d) I just want clarification if there are to be any changes in 2011 for the MTW 50058 or is everything set to go into effect in April 2012?
  - All changes will be made at the earliest April 2012.
6. **Ebony Thomas, DC Housing Authority, ethomas@dchousing.org:** During the question and answer segment yesterday another housing authority brought up the question about what the procedure should be for correcting an invalid id issue for a MTW tenant. I believe I heard you guys say for the head of household to correct an incorrect DOB or SSN we can only do an alternate id request and submit a 3- interim correction with the H#. Is that right? If not what is correct procedure? And should we be following the same process for incorrect DOB and SSN for members?
  - MTW currently does not have tenant id management function. In order to change tenant id for the head of households, PHA needs to void incorrect 50058 and re-submit them. For changing a new member they can submit a new interim annual exam.
  - For head of household SSN# they void and resubmit, but if there are a number of records then use 3-W.

Another question that was raised during the question and answer segment was what the procedure should be for moving a NONMTW tenant to the MTW side. Our agency plans to convert over 1000 Non-MTW tenants to MTW and were planning to use instructions from HUD's "*Guidance for Moving to Work Sites on Removing Records*

*from the Form 50058 Module and Initially Populating the MTW Module”* <http://www.hud.gov/offices/pih/programs/ph/mtw/pdfs/reference/reportgd.pdf>. But the information that I think I heard during the conference call seemed to contradict some of the instructions in the booklet. Could you please give some direction on what this process should be?

- The PHA should follow the new [Guidance for MTW Agencies Transitioning from the Form HUD-50058 to the Form HUD-50058 MTW](#).

Lastly I am having a problem obtaining FSS information from my MTW ADHOC report. Tenants with FSS addendums, that I know were accepted into PIC (because the HA Query shows that as last action), are not showing up in my MTW ADHOC report. This is making it extremely difficult for us to know if PIC has an accurate count of our MTW FSS participants. I’ve spoken with my PIC Coach, Curtis McMurrin, and we figured out I am not running it wrong. Is there a glitch in the system? If not please give me instruction on how I should go about obtaining this information?

- FSS addendum data were accepted in the MTW FSS table. But the type of action is captured as “8,” in regular 50058 PIC keeps the current type of action code. Since type of action 8 is not a selection under Ad Hoc Report module, therefore PHA can’t generate the output in Ad Hoc Report module. PIC will fix the problem for MTW addendum submission to make it behaved the same way as regular 50058. Until then PHA should include FSS addendum on all full recertification submissions.

**7. Fred Zawilinski, Portage Metropolitan Housing Authority:** We have discussed time limits for the PH and HCV programs, with an exemption for families headed by or with spouse/co-head who is disabled or elderly. With typical HCV waiting lists, where all families are on one list and the top of the list gets vouchers, wouldn't the HCV program eventually run out of slots for work-able families? Disabled and elderly rarely leave the program, and over time (perhaps a long time) it would seem to me there would be no space for new admissions.

- HUD recommends that if a PHA encounters this issue that they work with their local community to develop a plan that fits their specific needs. Once the plan is developed the PHA is encouraged to submit their proposed solution to HUD for review.

**8. Tulare Housing Authority:** Tulare staff has expressed frustration with the PIC MTW module ad hoc report, noting that the report doesn’t pull HQS actions or re-examinations as part of the report. This issue prevents them from being able to pull a full tenant list. The PHA wanted to know if these tabs could just be setup the same way that they are in the regular 50058.

- HQS data were accepted in the MTW table. But the type of action is captured as “13”, in regular 50058 PIC keeps the current type of action code. Since type of action 13 is not a selection under Ad Hoc Report module, therefore PHA can’t generate the output in Ad Hoc Report module. HUD will fix the problem for MTW HQS submission to make it behaved the same way as regular 50058. If the

agency is an ad hoc report user then they should not use 8 or 13 because the ad hoc report will not be complete.

**9. William Santiago from HA (PA002):** Does anyone know if PIC is having difficulties with accepting / indentifying MTW FSS 50058? Based on the last MTW call it appeared that the MTW HA's could submit FSS addendums. However, my HA (PA002) is reporting that there is a problem.

- If FSS information has been submitted with any action type, any subsequent action type submitted needs to have the FSS information as well. If the subsequent action type doesn't have the FSS information, the FSS information submitted with the previous action type it doesn't get carried forward automatically as it does in Standard 50058. FSS addendum data are accepted in the MTW FSS table but the type of action is captured as "8", in regular 50058 PIC keeps the current type of action code. Since type of action 8 is not a selection under Ad Hoc Report module, therefore the PHA can't generate the output in the Ad Hoc Report module.
- HUD will fix the problem for MTW addendum submission to make it behaved the same way as regular 50058.

**10. Thomas Graham, HCVP Analyst and Systems Specialist, MA Department of Housing and Community Development:** In the MTW and Special Purpose Voucher Q&A the first bullet on page 6 states: "The MTW-50058 does not have a specific place to note Enhanced or Tenant Protection Vouchers. Therefore, agencies can use one of the reserved lines, using the code EV or TPV."

- HUD would like to clarify that Enhanced and Tenannt Protection Vouchers should be reported in in the PHA use only fields 2q through 2u. The MTW Special Purpose Voucher Q&A has been revised to reflect these instructions.
- In a future release HUD will add Enhanced and Tenannt Protection Vouchers to the list, of vouchers eligible to be included on lines 2n and 2p.
- In the latest TRG posted in April 2011, there are updates for fields 2q through 2u for Enhanced Vouchers and Tenant Protection Vouchers. There are also updates for fields 2n and 2p.
- The special code DHAPIK has been added to PIC and will be included in the next update of the TRG.
- The TRG can be found at:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/systems/pic/mtw/trg](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic/mtw/trg).

1.	24	Other Special Program Indicator (1) - 2n	Other Special Program  For Public Housing, other Special Program Code must be EDSS, HOPE, PHDEP or ROSS.
2.	25	Other Special Program Indicator (2) - 2p	Other Special Program For Voucher Tenant, other Special Program Code must be DVIKE, DHAPK, FUP, FUPF, FUPY, LIT, MFDES, MS1, MS5, MTO, NED, NHT, PA, PBV, PHDES, PHRR, ROC, ROSS, TCU or VASH.

11. When entering a tenant's name PIC will not accept apostrophes.
12. For NED the submission does not require head of household to be disabled.
13. The October 2011 PIC release fixed the problem some agencies were having with comparing the delinquency report and the portability report, in that, some tenants were not showing up on portability report.